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CALIFORNIA JUNIOR COLLEGE ASSOCIATION COMMITTEE HANDBOOK, FALL, 1965.

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CALIFORNIA JUNIOR COLL. ASSN., SACRAMENTO

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DESCRIPTORS- *JUNIOR COLLEGES, ORGANIZATIONS (GROUPS), COMMITTEES, INTERCOLLEGIATE PROGRAMS, COLLEGE COOPERATION, ARTICULATION (PROGRAM), GUIDES, CALIFORNIA,

IN THE CALIFORNIA JUNIOR COLLEGE ASSOCIATION THERE ARE FOUR GROUPS OF COMMITTEES. THOSE ESTABLISHED BY THE CJCA CONSTITUTION ARE ASSIGNED FUNCTIONS IN (1) ACCREDITATION, (2) ARTICULATION WITH OTHER EDUCATIONAL INSTITUTIONS AND AGENCIES, (3) ATHLETICS, (4) CONTINUING EDUCATION, (5) CURRICULUM AND INSTRUCTION, WITH SUBCOMMITTEES ON NURSING, REAL ESTATE, AND LIBRARIES, (6) FINANCE AND LEGISLATION, WITH SUBCOMMITTEES ON FEDERAL LEGISLATION, FINANCE, AND SMALL COLLEGES, (7) GUIDANCE AND STUDENT PERSONNEL, (8) NOMINATIONS, (9) RELATIONS WITH ORGANIZATIONS OTHER THAN SCHOOLS, AND (10) STUDENT GOVERNMENT. AREAS ASSIGNED TO STANDING COMMITTEES ARE (1) COMMUNITY SERVICES, (2) COOPERATIVE PROJECTS WITH INDUSTRY, (3) EDUCATIONAL TELEVISION, (4) FACILITIES, (5) PUBLIC RELATIONS, (6) RESEARCH AND DEVELOPMENT, AND (7) VALUES IN HIGHER EDUCATION. SPECIAL COMMITTEES WORK ON (1) ATTENDANCE AND ENROLLMENT STUDIES, (2) CREDENTIALS, (3) INSTRUCTOR EXCHANGES, AND (4) INTERNATIONAL EDUCATION. ARTICULATION CONFERENCE COMMITTEES ARE ASSIGNED TO (1) AGRICULTURE, (2) BUSINESS ADMINISTRATION, (3) ENGINEERING, (4) NURSING, (5) FOREIGN STUDENTS, (6) LETTERS AND SCIENCES, (7) ENGLISH, (8) FOREIGN LANGUAGE, AND (9) SOCIAL SCIENCE. FOR EACH COMMITTEE THERE IS A STATEMENT OF FUNCTION, RESPONSIBILITY, MEETINGS, MEMBERSHIP, AND TERM OF OFFICE, PLUS A ROSTER OF CURRENT MEMBERS. (WO)

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INFORMATION

CALIFORNIA JUNIOR COLLEGE ASSOCIATION

COMMITTEE HANDBOOK

FALL, 1965

JC 670 704

H A N D B O O K

OF

C O M M I T T E E S

CALIFORNIA JUNIOR COLLEGE ASSOCIATION

FALL, 1965

* * * * * * * * * * * * * *

California Junior College Association
Modesto Junior College, Modesto 95350
Henry T. Tyler, Executive Secretary

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Two committees are still in the process of being formed.

The first is a Standing Committee on Administration, authorized April 11, 1965, by the Board of Directors.

The second is a Quadripartite Liaison Committee on Mathematics, authorized August 31, 1965, by the Administrative Committee of the Articulation Conference.

CALIFORNIA JUNIOR COLLEGE ASSOCIATION
Modesto Junior College, Modesto

COMMITTEE HANDBOOK

Fall, 1965

Foreword

Much of the work of the California Junior College Association is accomplished by committees. These committees fall into four classifications:

1. Constitutional Committees
2. Standing Committees
3. Special Committees
4. Articulation Committees

The first group, as the name indicates, are established by the CJCA Constitution, which also prescribes their function, membership composition, and terms of office.

The second and third groups are established by the CJCA Board of Directors, and serve many purposes. Standing Committees deal with matters of continuing interest; members are named for stated terms. Special Committees ordinarily are named for one year only, though they may be extended.

The fourth group are the committees related to the annual Articulation Conference, by means of which are brought together representatives of high schools, junior colleges, the California State Colleges, and the University of California, with the purpose of maintaining maximum understanding among these segments of public education, and of resolving problems of articulation as they arise.

All committee terms end on June 30 of the indicated year. Staggered terms provide continuity on Constitutional and Standing Committees, and on certain of the Articulation Committees.

In the naming of persons to CJCA committees, effort is made to distribute committee service widely over the State among junior college persons, thus avoiding overloading any one individual or member college.

Wherever possible, it is expected that travel costs of committee members attending committee meetings will be borne by their respective districts as a professional responsibility. Where this is not possible, the member's Regional Junior College Association may be able to assume the cost. In still other instances, the CJCA Board of Directors may authorize payment from funds of the Association.

BOARD OF DIRECTORS

A. Function

"The duties of the Board of Directors shall be

a. To implement policy for CJCA and act on behalf of CJCA.
b. To cooperate with the State Department of Education and other public or private agencies concerned with education on the junior college level.
c. To propose the annual budget and recommend to CJCA the rate of membership dues.
d. To recommend to the President of CJCA the establishment, continuance, or discontinuance of CJCA committees.
e. To plan and promote the regular and special meetings of CJCA.
f. To appoint or reappoint the Executive Secretary of CJCA and to determine his term of office, salary, and responsibilities.
g. To appoint or reappoint the Legislative Advocate of CJCA and determine his term of office, salary, and responsibilities.
h. To name a President's Advisory Committee to assist the President in emergencies.
i. To act on all applications for membership in CJCA."
--Constitution. Article VI, Section 3

B. Responsibility

To the membership of CJCA.

C. Meetings

Usually mid-summer, mid-fall, mid-winter, and at the time of the state conferences. Also at the call of the President.

D. Membership

"The Board of Directors of CJCA shall consist of the following:

a. The President and the Vice President of CJCA.
b. The Immediate Past President of CJCA.
c. The Presidents of the Regional Associations.
d. The Immediate Past Presidents of the Regional Associations.
e. A faculty representative from each of the Regional Associations for a two year term.
f. The Chairman of the following Constitutional Committees: Athletics, Articulation, Finance and Legislation, Curriculum and Instruction, Guidance and Student Personnel, Continuing Education, Accreditation, and Relations with Organizations Other Than Schools.
g. Four members of junior college governing boards, to be selected from the Junior College Section of the California Schools Boards Association in accordance with CSBA procedure, for two-year terms with two terms ending each June 30.
h. A representative of the State Department of Education.
i. The Legislative Advocate of CJCA.
j. The Executive Secretary of CJCA.

The representative of the State Department of Education, the Legislative Advocate of CJCA, and the Executive Secretary shall serve without voting privileges."

--Constitution. Article VI, Sections 1 and 2

E. Term of Office

Determined by position held.

F. Present Members

Edward Simonsen, President. (President, Bakersfield College)
Julio L. Bortolazzo, Vice President. (President, College of San Mateo)
Robert E. Swenson, Past President. (President, Cabrillo College)
E. Lance Rogers, President, Northwest Region. (Engineering and Physics Instructor, City College of San Francisco)
Arch Bradshaw, President, North Central Region. (President, Fresno City College)
John A. Grasham, President, Southwest Region. (Dean of Instruction, Los Angeles Harbor College)
Lewis J. Gentile, President, Southern Region. (Instructor and Chairman, Department of Business Education, Chaffey College)
James S. Diemer, Past President, Northwest Region. (President, Napa Junior College)
Paul N. Chiles, Past President, North Central Region. (History Instructor, Shasta College)
Arthur J. Schechter, Past President, Southwest Region. (Instructor, Department of Life Sciences, Pasadena City College)
Max D. Bell, Past President, Southern Region. (Deputy Superintendent-Administration, Mt. San Antonio College)
Walter Scott Perry, Faculty Representative, Northwest Region. (History Instructor, Napa Junior College) 1967
Donald G. Wren, Faculty Representative, North Central Region. (Sociology Instructor, Fresno City College) 1966
William A. Nielsen, Faculty Representative, Southwest Region. (Mathematics Instructor, Bakersfield College) 1966
Gerald K. Perske, Faculty Representative, Southern Region. (Life Sciences Instructor, Imperial Valley College) 1967
Representatives, Junior College Section, California School Boards Association:
Mrs. Elizabeth Deedy. (Member, Board of Trustees, Marin Junior College District) 1967
James P. Darrah. (President, Board of Trustees, San Joaquin Delta Junior College District) 1967
Mrs. Mylet S. Coburn. (Member, Board of Trustees, Compton Junior College District) 1966
Worth Keene. (Member, Board of Trustees, Orange Coast Junior College District) 1966

John B. Shepard, Chairman, Committee on Athletics. (President, Los Angeles Pierce College
John W. Dunn, Chairman, Committee on Finance and Legislation. (Superintendent, Peralta Junior College District)
John Lombardi, Chairman, Committee on Articulation. (President, Los Angeles City College)
Floyd L. Younger, Chairman, Committee on Curriculum and Instruction. (Assistant Superintendent-Instruction, Cabrillo College)

Mrs. Marie Lantagne, Chairman, Committee on Guidance and Student Personnel. (Dean of Student Personnel, Santa Barbara City College)
Harvey B. Rhodes, Chairman, Committee on Continuing Education. (Vice President-Adult Education, Modesto Junior College)
Calvin C. Flint, Chairman, Committee on Accreditation. (President, Foothill College)
Norman E. Watson, Chairman, Committee on Relations with Organizations Other Than Schools. (Superintendent, Orange Coast Junior College District)

NON VOTING MEMBERS

Emil O. Toews, Representative, State Department of Education. (Chief, Bureau of Junior College Education)
Henry T. Tyler, Executive Secretary, Modesto
John N. Given, Legislative Advocate, San Juan Capistrano

CONSTITUTIONAL COMMITTEE

I. COMMITTEE ON ACCREDITATION

A. Function

"The function of this Committee shall be to serve as representatives of CJCA on the Accrediting Commission for Junior Colleges of the Western Association of Schools and Colleges.

Note: The Accrediting Commission for Junior Colleges is composed of nine persons: five CJCA representatives, two persons named by the Accrediting Commission for Senior Colleges and Universities, one person named by the Accrediting Commission for Secondary Schools, and one person named by the State Department of Education."

--Bylaws. Article II, Section 8 c

B. Responsibility

To the Board of Directors of CJCA and, as part of the Accrediting Commission for Junior Colleges, to the Directors of the Western Association of Schools and Colleges.

C. Meetings

Normally, the Commission will hold two meetings per year.

D. Membership

"This Committee shall be composed of the following:

Five members appointed by the President of CJCA.

The President shall name one of the members to serve as Chairman."

--Bylaws. Article II, Section 8 a

E. Term of Office

"The term of office shall be three years."

--Bylaws. Article II, Section 8 b

F. Present Members

Calvin C. Flint, Chairman of ACJC. (President, Foothill College) 1968
Lloyd D. Luckmann. (Coordinator, Division of Instruction, City College of San Francisco) 1968
Wendell C. Black. (President, Los Angeles Harbor College) 1967
J. W. McDaniel. (Vice President, San Bernardino Valley College) 1967
Clifford Boyer. (President, Reedley College) 1966

Note: Other members of the Accrediting Commission for Junior Colleges are:

Representatives of the Accrediting Commission for Senior Colleges and Universities:
James B. Enochs. Dean of Educational Services, Sonoma State College
B. Lamar Johnson. Professor of Education, UCLA
Representative of the Accrediting Commission for Secondary Schools:
Lowell Rasmussen, Secretary, Department of Education, Seventh Day Adventist Schools
Representative of the State Department of Education:
Emil O. Toews, Chief, Bureau of Junior College Education

II. COMMITTEE ON ARTICULATION WITH OTHER EDUCATIONAL INSTITUTIONS AND AGENCIES

A. Function

"This Committee shall meet regularly with representatives of the California Association of Secondary School Administrators, the State Colleges of California, and the University of California, to consider and study problems of mutual concern and importance."
--Bylaws. Article II, Section 3 c

B. Responsibility

To the membership of CJCA.

C. Meetings

Normally one per year, each spring, as set by the Administrative Committee of the Articulation Conference.

D. Membership

"This Committee shall be composed of the following:

Two members elected by the administrative group of each Regional Association,

Two members appointed by the President of CJCA.

The President of CJCA shall be an ex-officio member.

The President shall name one member of the Committee to serve as Chairman."
--Bylaws. Article II, Section 3 a

E. Term of Office

"The term of office shall be three years."
--Bylaws. Article II, Section 3 b

F. Present Members

John Lombardi, Chairman. (President, Los Angeles City College) 1966
Philip C. Garlington. (Director of Instruction, College of San Mateo) 1968--NWR
Peter W. Knoles. (Acting Superintendent, Los Rios Junior College District) 1968--NCR
Stuart M. White. (Superintendent, State Center Junior College District) 1968--NCR
Randolph Newman. (President, Santa Rosa Junior College) 1967--NWR
Phil H. Putnam. (President, Rio Hondo Junior College) 1967--SWR
Herman J. Sheffield. (President, San Bernardino Valley College) 1967--SR
Garlyn A. Basham. (President, Taft College) 1966--SWR
Mrs. Marie T. Mills. (Vice President, Instruction, Mt. San Antonio College) 1966--SR
Edward Simonsen, President, ex-officio. (President, Bakersfield College)
Henry T. Tyler, Executive Secretary, ex-officio.

III. COMMITTEE ON ATHLETICS

A. Function

"The function of this Committee shall be

1. To formulate general rules and regulations governing intercollegiate athletics for member institutions, according to policies adopted by CJCA.

2. To determine conditions of intersectional and championship contests and to supervise arrangements for the same."
--Bylaws. Article II, Section 1 c

"Athletic conferences shall have jurisdiction over all athletic regulations within the respective conferences, subject to policies adopted by CJCA and rules established by the Committee on Athletics. Any conflicts which cannot be resolved within the conferences or between conferences shall be referred to the Committee on Athletics for settlement."
--Constitution. Article IX, Section 1

"Decisions of the State Athletic Committee shall be final and shall be enforced by suitable penalties."
--Constitution. Article IX, Section 2

"Athletic policies of CJCA shall constitute the California Junior College Athletic Code.

a. Changes in general policies governing athletic relationships among the member colleges and the athletic conferences shall be circulated in advance to member institutions following a 2/3 vote of approval of the Committee on Athletics. Such policies shall be ratified by a 2/3 vote of the member institutions.

b. Policies may be proposed to the Committee on Athletics

1. By members of the Committee on Athletics.

2. By the Board of Directors of CJCA.

3. By written petition of any athletic conference or regional association.

4. By written petition of ten (10) member colleges.

c. All colleges participating in an athletic conference shall be members in good standing of CJCA."
--Constitution. Article IX, Section 3

B. Responsibility

To the membership of CJCA.

C. Meetings

Usually October, December, and May. Also at the call of the Chairman.

III. COMMITTEE ON ATHLETICS (continued)

D. Membership

"This Committee shall be composed of the following:

One athletic director or athletic coach elected by the administrators' group of each Regional Association,

One administrator of a member college elected by the administrators' group of each Regional Association,

Two members appointed at large by the President of CJCA.

The President will name one member of the Committee to serve as Chairman and one member to serve as Secretary."
--Bylaws. Article II, Section 1 a

E. Term of Office

"The term of office shall be three years."
--Bylaws. Article II, Section 1 b

F. Present Members

John B. Shepard, Chairman. (President, Los Angeles Pierce College) 1967
Vernon J. Warkentin, Secretary. (Dean of Students, Reedley College) 1966--NCR
Glenn E. DuBose. (Director of Athletics, Napa Junior College) 1968--NWR
Chester DeVore. (President, Southwestern College) 1968--SR
C. T. Shirley. (Dean of Educational Services, East Los Angeles College) 1968--SWR
Louis F. Batmale. (Coordinator, Technical-Terminal Instruction, City College of San Francisco) 1967
Woodrow M. Hutchison. (Director of Athletics, American River Junior College) 1967--NCR
Karl O. Drexel. (Superintendent, Contra Costa Junior College District) 1966--NWR
Sylvester Heinberg. (Director of Athletics, San Bernardino Valley College) 1966--SR
Selwyn W. Yancy. (Director of Athletics, Los Angeles Harbor College) 1966--SWR

IV. COMMITTEE ON CONTINUING EDUCATION

A. Function

"The functions of this Committee shall be

1. To develop and recommend philosophy, policies, standards, and practices for comprehensive and effective community service and continuing education programs of junior colleges.
2. To work cooperatively with other educational agencies and institutions with similar interests so that duplication of services shall be avoided."

--Bylaws. Article II, Section 7 c

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

"This Committee shall be composed of the following:

One member from each of the Regional Associations appointed by the President of CJCA,

The CJCA representative on the State Committee on Continuing Education.

The President will name one of the members of the Committee to serve as Chairman."

--Bylaws. Article II, Section 7 a

E. Term of Office

"The term of office shall be three years."

--Bylaws. Article II, Section 7 b

F. Present Members

*Harvey B. Rhodes, Chairman. (Vice President-Adult Education, Modesto Junior College) 1966
Albert V. Bean. (Administrative Dean, Extended Day and Summer Session, Pasadena City College) 1968--SWR
Edward H. Redford. (President, Merritt College) 1967--NWR
Frank Van Vliet, (Director, Extended Day and Adult Education, Sierra College) 1967--NCR
Milton W. Thorn. (Assistant Superintendent, Evening Division, Mt. San Antonio College) 1966--SR

*Representative to State Committee on Continuing Education, Coordinating Council for Higher Education

V. COMMITTEE ON CURRICULUM AND INSTRUCTION

A. Function

"The function of this Committee shall be

1. To recommend and conduct studies and programs designed to improve curriculum and instruction in California junior colleges.
2. To discover and recommend to the Board of Directors of CJCA research studies, fellowships, etc., warranting foundation support for the improvement of curriculum and instruction."

--Bylaws. Article II, Section 5 c

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

"This Committee shall be composed of the following:

A Dean of Instruction or equivalent appointed by the President of CJCA,

A chief administrator appointed by the President of CJCA,

One Dean of Instruction or equivalent and one teaching faculty member named by the Board of Directors of each Regional Association.

The President will name one member of the Committee to serve as Chairman."

--Bylaws. Article II, Section 5 a

E. Term of Office

"The term of office shall be three years."

--Bylaws. Article II, Section 5 b

F. Present Members

Floyd L. Younger, Chairman. (Assistant Superintendent-Instruction, Chabot College) 1968
Robert R. Allen. (Instructor, Biological Science, Foothill College) 1968--NWR
Robert A. Annand. (Dean of Instruction, Coalinga College) 1968--NCR
P. Joseph Canavan. (Instructor and Chairman of English Department, Mt. San Antonio College) 1968--SR
Arthur J. Schechter. (Instructor, Political Science, Pasadena City College) 1968--SWR
James L. Billwiller. (Dean of Instruction, Evening, City College of San Francisco) 1967--NWR
Paul H. Hofeditz. (Instructor, Mathematics, Fresno City College) 1967--NCR

V. COMMITTEE ON CURRICULUM AND INSTRUCTION (continued)

F. Present Members (continued)

John Kreider. (Administrative Dean of Instruction, Glendale College) 1967--SWR
Clement A. Long. (Assistant Superintendent, Peralta Junior College District) 1966
Mrs. Mary Wallace. (Dean of Instruction, Riverside City College) 1966--SR

1. Subcommittee on Nursing Education

A. Function

1. To provide liaison between the State Boards and the junior colleges offering programs in nursing education.
2. To cooperate with those special committees that deal with specific nursing education programs.
3. To serve as the CJCA representatives on the Articulation Conference Liaison Committee on Nursing Education.

B. Responsibility

To the Curriculum and Instruction Committee.

C. Meetings

At the call of the Chairman.

D. Membership

Six persons appointed by the President of CJCA.

E. Term of Office

Appointments shall be for a term of three years.

F. Present Members

Ralph Bradshaw, Chairman. (President, Riverside City College) 1968
Mrs. Marie T. Mills. (Vice President, Instruction, Mt. San Antonio College) 1968
Miss Kathryn W. Cafferty. (Chairman, Department of Nursing Education, Bakersfield College) 1967
Mrs. Barbara Lafferty. (Director, Associate Degree Program in Nursing, Sacramento City College) 1967
Miss Martha O. Drage. (Head, School of Nursing, Long Beach City College) 1966
William J. McNelis. (President, Los Angeles Valley College) 1966

V. COMMITTEE ON CURRICULUM AND INSTRUCTION (continued)

2. Subcommittee on Real Estate Education

A. Function

1. To serve in an advisory capacity to the Real Estate Commissioner's Real Estate Education and Research Advisory Committee (the CREERAC) and to the Committee on Curriculum and Instruction of CJCA.
2. To promote effective junior college courses and curriculum materials in real estate education.
3. To encourage state-wide uniformity in course designation, content, and units of credit earned in real estate education.
4. To assist individual junior colleges with their own real estate education projects.
5. To consider any problems germane to the development of the highest possible level of professional real estate education and to recommend to the Commissioner through the CREERAC, as well as to the CJCA Committee on Curriculum and Instruction, such actions as committee deliberations may suggest.

B. Responsibility

To the Real Estate Commissioner of the State of California through the CREERAC, and to the CJCA through the Committee on Curriculum and Instruction.

C. Meetings

A minimum of two meetings each college year, and at such other times as the Chairman, upon agreement with the Senior Deputy, Education, may issue a call.

D. Membership

1. Nine persons, each of whom is directly involved in the Real Estate Education Program of a junior college in an instructional, supervisory, or administrative capacity.
2. Members shall be appointed by the Real Estate Commissioner after consultation with the Executive Secretary of the California Junior College Association, acting with and for the President of the CJCA. This latter stipulation is proposed in view of the fact that the Committee will function in a dual capacity, as the Standing Committee on Real Estate Advisory Committee to the CREERAC and the CJCA.
3. All past Chairmen of the Committee and the junior college representative on the CREERAC shall be designated as ex-officio members.
4. Such consultative members as the Committee may choose to recommend and the Commissioner in agreement with the Executive Secretary of the CJCA, acting with and for the President of said Association, shall approve, may be appointed to attend such meetings or serve on such projects as their potential and assignment may determine.
5. Such Real Estate Coordinators, Deans of Instruction, or other administrative, supervisory, or instructional personnel related to the Junior College Real Estate Educational Program as the Chairman, in consultation with the Commissioner's committee representative, shall determine, may be invited to attend regular or called meetings of the Committee as guest-observers.

V. COMMITTEE ON CURRICULUM AND INSTRUCTION (continued)

2. Subcommittee on Real Estate Education (continued)

E. Term of Office

1. Each member shall serve for a three-year term. To provide for continuity of program and policy, the terms shall be staggered in units of three.
2. Upon expiration of a three-year term of office, a member shall not be eligible to re-appointment for a period of one full fiscal year, except that any member serving on a temporary subcommittee or directly involved in a continuing assignment, may continue as a consultative member until such assignment or subcommittee function shall have been consummated.

F. Present Members

Gervase Eckenrod, Chairman. (Dean, Business Division, Fresno City College) 1966
Murray R. Lewis, Vice Chairman. (Dean of Distributive Education, Santa Monica City College) 1967
Robert V. Bacon. (Dean of Evening Division, Los Angeles City College) 1968
Mrs. Margaret W. Collins. (Coordinator, Business Education, San Diego Junior Colleges) 1968
John E. Johnson. (President, Santa Ana College) 1967
Hubert H. Semans. (Dean of Instruction, Foothill College) 1967
Lowell Anderson. (Coordinator, Business Education, Cerritos College) 1966
Cecilia A. Hopkins. (Chairman, Real Estate-Insurance Department, College of San Mateo) 1966
Keith James, ex-officio. (Committee Past Chairman, Junior College Representative on CREERAC; Coordinator, Distributive Education, Long Beach City College)
Glenn Mercer, ex-officio. (Committee Past Chairman, Instructor of Introduction to Business, City College of San Francisco)

Any vacancy occurring on the Committee shall be filled by appointment of the Commissioner, subsequent to consultation and agreement with the Executive Secretary of the CJCA, acting with and for the President of said Association.

Consultative members shall serve for such periods of time as their particular assignment or function may determine, as spelled out at the time of their invitation and appointment to serve.

The Committee shall have as presiding officers a Chairman and Vice-Chairman.

a. Each Chairman shall serve for one full fiscal year and, to provide for continuity of program and policy, will be succeeded in office automatically by the Vice-Chairman.
b. At least 30 days before the beginning of each fiscal year, the Commissioner, after consultation and agreement with the Executive Secretary of CJCA, acting with and for the President of said Association, shall announce the appointment of a new Vice-Chairman.

The Commissioner shall be represented on the Committee and in relation to all committee actions by a deputy assigned to this responsibility.

V. COMMITTEE ON CURRICULUM AND INSTRUCTION (continued)

3. Subcommittee on the Junior College Library

Because of the central importance of libraries to the effectiveness of the junior college learning environment, the Board of Directors has taken action to form, as a standing subcommittee of the Committee on Curriculum and Instruction, a Subcommittee on the Junior College Library.

To advise the Board on most suitable size, composition, and membership of this Committee, an Ad Hoc Committee was named. A report of this Committee is expected at the October, 1965, meeting of the Board.

Membership of the Ad Hoc Committee is:

Dr. Marie Y. Martin, Chairman. (President, Los Angeles Metropolitan College)
Jackson C. Carty. (Librarian, Fresno City College) NCR
Miss Harriet Genung. (Dean of Library and Audio Visual, Mt. San Antonio College) SR
Warren B. Hicks. (Head Librarian, Chabot College) NWR
Mrs. Helen E. Rogers. (Head Librarian, El Camino College) SWR

VI. COMMITTEE ON FINANCE AND LEGISLATION

A. Function

"The function of this Committee shall be

1. To maintain a continuing study of the structure of state support of junior college education and make appropriate recommendations to CJCA.
2. To submit to CJCA proposals for legislation.
3. To initiate desirable junior college legislation.
4. To assure that CJCA is represented at legislative hearings.
5. To cooperate with other educational organizations in the promotion of legislation for the welfare of public education."

--Bylaws. Article II, Section 2 c

B. Responsibility

To the membership of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

"This Committee shall be composed of the following:

The Past President of CJCA,

One member from each Regional Association named by the President of CJCA,

Five members at large appointed by the President of CJCA,

One teaching faculty person from each Regional Association named by Directors of each Regional Association*

The President will name one member of the Committee to serve as Chairman."

--Bylaws. Article II, Section 2 b

E. Term of Office

"The term of office shall be two years."

--Bylaws. Article II, Section 2 b

F. Present Members

John W. Dunn, Chairman. (Superintendent, Peralta Junior College District)
Louis G. Conlan. (President, City College of San Francisco) 1967
Wiley D. Garner. (President, Long Beach City College) 1967
Wallace W. Hall. (President, West Valley Junior College) 1967
Robert D. Haugh. (President, Glendale College) 1967--SWR
Julio L. Bortolazzo. (President, College of San Mateo) 1966
Stephen E. Epler. (President, College of Marin) 1966--NWR
Harvey S. Irwin. (Superintendent, Victor Valley Junior College District) 1966--SR

*See note on page 16.

VI. COMMITTEE ON FINANCE AND LEGISLATION (continued)

F. Present Members (continued)

**Robert E. Swenson. (President, Cabrillo College)1966
*Harry E. Beck. (Instructor, Los Angeles Valley College) SWR
*Frank Lawhorn. (Instructor, College of the Sequoias) NCR
*Delmer Mangum. (Instructor, Santa Ana College) SR
*John Miller. (Instructor, Chabot College) NWR
_____ Vacancy.

*Expiration date of term to be set by the Committee
**Past President

Note: At the May, 1965 meeting of the Board of Directors, action was taken (see page 102, item 11, of Board minutes) to make the four teaching faculty members of this Committee regular voting members.

1. Subcommittee on Federal Legislation

Charles W. Patrick, Chairman. (President, San Diego Junior Colleges)
Foster Davidoff. (President, Compton College)
John W. Dunn. (Superintendent, Peralta Junior College District)
Oscar H. Edinger, Jr. (President, Mt. San Antonio College)
Terrel Spencer. (President, Imperial Valley College)

2. Subcommittee on Finance

Max D. Bell, Chairman. (Deputy Superintendent, Administration, Mt. San Antonio College)
H. R. Buchser. (President, San Jose City College)
Henry F. Korsmeier. (Business Manager, Cerritos College)
John MacDonald. (President, MiraCosta College)
Daniel B. Milliken. (President, Chaffey College)
Julius H. Stier. (Director of Research, Santa Monica City Schools)

3. Subcommittee on Small Junior Colleges

Ralph Schroder, Chairman. (President, Gavilan College)
Robert M. Baker. (President, Coalinga College)
Harry W. Beck. (Assistant Superintendent, College of the Siskiyous)
Fred F. Berger. (President, Victor Valley College)
Howard W. Harris. (Board of Trustees, Gavilan College)

VII. COMMITTEE ON GUIDANCE AND STUDENT PERSONNEL

A. Functions

"The functions of this Committee shall be

1. To recommend and conduct studies and programs designed to improve student personnel services in California junior colleges.
2. To recommend to the Board of Directors research studies, fellowships, etc., warranting foundation support for the improvement of student personnel services."

--Bylaws. Article II, Section 6 c

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman, with the recommendation that there be two each year, one on a regional basis, the other state-wide.

D. Membership

"This Committee shall be composed of the following:

One Dean of Student Personnel appointed by the President of CJCA,

One chief administrator appointed by the President of CJCA,

One student personnel worker and one administrator of guidance or personnel services named by the Board of Directors of each Regional Association.

The President will name one member of the Committee to serve as Chairman."

--Bylaws. Article II, Section 6 a

E. Term of Office

"The term of office shall be three years."

--Bylaws. Article II, Section 6 b

F. Present Members

Mrs. Marie Lantagne, Chairman. (Administrative Dean-Personnel, Santa Barbara City College) 1966--SWR
Mrs. Naomi Fitch. (Director, Occupational Services, San Joaquin Delta College) 1968--NCR
John S. Hansen. (President, Grossmont College) 1968
John R. Hiatt. (Associate Dean-Guidance, Reedley College) 1968
Donald Nogle. (Counselor, Cerritos College) 1968--SWR
Loren Gaither. (Counseling, Fresno City College) 1967--NCR
Ralph O. Hillsman. (Dean, Men and Activities, City College of San Francisco) 1967--NWR

VII. COMMITTEE ON GUIDANCE AND STUDENT PERSONNEL (continued)

F. Present Members (continued)

Richard Thompson. (Instructor of English and Speech; Counselor, Antelope Valley College) 1967--SR
Mrs. Edna P. Froelich. (Counselor, Merritt College) 1966--NWR
Miss Dorothy L. Kearney. (Dean of Counseling and Guidance, Citrus College) 1966--SR

VIII. COMMITTEE ON NOMINATIONS

A. Function

"The function of this Committee shall be to present a slate of officers at the regular meeting of CJCA. In selecting candidates, the Nominating Committee shall consider nominees on the basis of merit and ability to lead CJCA."

--Bylaws. Article II, Section 10 c

B. Responsibility

To the membership of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

"This Committee shall be composed of three or more members appointed by the President of CJCA. The President shall name one of these members to serve as Chairman."

--Bylaws. Article II, Section 10 a

E. Term of Office

The Committee is appointed annually, at least one month prior to the regular meeting of CJCA.

F. Present Members

Robert E. Swenson, Immediate Past President, CJCA, Chairman. (President, Cabrillo College)
Walter T. Coultas. (Assistant Superintendent, Los Angeles City Junior College District)
Gilbert A. Collyer. (President, Shasta College)

IX. COMMITTEE ON RELATIONS WITH ORGANIZATIONS OTHER THAN SCHOOLS

A. Function

"The function of this Committee shall be to establish and promote good relationships between the California junior colleges and numerous state-wide business, industrial, labor, governmental, and agricultural organizations."

--Bylaws. Article II, Section 4 d

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

"This Committee shall be composed of the following:

Ten members appointed by the President of CJCA in such a manner as to represent all four of the CJCA regions; three shall be teaching faculty members; three, members of local governing boards; and four, junior college administrators. The President will name one of the members of the Committee to serve as Chairman.

Ex officio members shall be the Chairman of the Committee on Curriculum and Instruction, the Chairman of the Committee on Cooperative Projects with Industry, and the ranking State Department of Educational vocational representative in its Junior College unit."

--Bylaws. Article II, Section 4 a and b

E. Term of Office

"The term of office shall be three years."

--Bylaws. Article II, Section 4 c

F. Present Members

Norman E. Watson, Chairman. (Superintendent, Orange Coast Junior College District)
Lanning L. Flint. (Electrical Technology and Mathematics Instructor, Bakersfield College)
Henry T. Gunderson. (President, San Jose City College Board of Trustees)
Stanley E. McCaffrey. (President, Peralta Junior College District Board of Trustees)
C. W. Patrick. (President, San Diego Junior Colleges)
Eugene W. Smith. (President, Cogswell Polytechnical College)
Robert Thompson. (Chairman, Business Division, Foothill College)
F. Parker Wilber. (President, Los Angeles Trade-Technical College)
_____. Vacancy.

IX. COMMITTEE ON RELATIONS WITH ORGANIZATIONS OTHER THAN SCHOOLS (continued)

F. Present Members (continued)

_____. Vancancy.
Floyd L. Younger, ex officio. (Assistant Superintendent, Instruction, Cabrillo College)
Leland P. Baldwin, ex officio. (Acting Head, Junior College Vocational-Technical Education, State Department of Education)
Frederick R. Huber, ex officio. (President, Palomar College)

X. COMMITTEE ON STUDENT GOVERNMENT AFFAIRS

A. Function

"The functions of this Committee shall be

1. To formulate policy regarding regional and state student conferences.
2. To adopt general rules and regulations providing for effective supervision over meetings of student body officers."

--Bylaws. Article II, Section 9 c

B. Responsibility

To the membership of CJCA.

C. Meetings

Two each year, at fall and spring state student government conferences. Also, on call by the Chairman.

D. Membership

"This Committee shall be composed of the following:

One member from each Regional Association appointed by the President of CJCA.

The President shall name one of these members to serve as Chairman.

In performing their duties this Committee shall be augmented by and shall be guided by the counsel of the following:

The Presidents of the student government conferences in the student government regional associations,

The President of the California Junior College Student Government Association,

One faculty representative elected by the advisors' organization or group of each student government regional association."

--Bylaws. Article II, Section 9 a and d

E. Term of Office

"The term of office shall be two years."

--Bylaws. Article II, Section 9 b

F. Present Administrative and Faculty Members

Leslie Knoles, Chairman. (Dean of Men, Modesto Junior College) 1966--NCR
William G. Millington. (Dean of Activities, Long Beach City College) 1967--SWR
H. Duncan Sprague. (Director of Student Activities, Monterey Peninsula College) 1967--NWR
Ross L. Handy. (Dean of Student Activities, Citrus College) 1966--SR

STANDING COMMITTEE

I. COMMITTEE ON COMMUNITY SERVICES

A. Functions

1. To develop an official definition of community services.
2. To prepare junior college guidelines for the use of community services tax funds.
3. To provide state-wide leadership in the establishment and expansion of programs of community services in the several junior colleges.
4. To encourage cooperative programs of community services among neighboring junior colleges.
5. To stimulate the development of additional community services as needed.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Six persons appointed by the President of CJCA.

E. Term of Office

Appointments shall be for a term of three years.

F. Members

Ervin Harlacher, Chairman. (Director of Community Services, Foothill College) 1967
George J. Faul. (President, Monterey Peninsula College) 1968
William H. Miller. (Coordinator, Community Services, College of San Mateo) 1968
William Keim. (Administrative Dean, Community Services, Cerritos College) 1967
George Clark. (Dean of Community Services, Cabrillo College) 1966
Foster Davidoff. (President, Compton College) 1966

II. COMMITTEE ON COOPERATIVE PROJECTS WITH INDUSTRY

A. Function

To work in cooperation with representatives of the Standard Oil Company of California and other business and industrial organizations to develop projects helpful to the California junior colleges.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Five persons, named by the President of CJCA. One of the members of this Committee shall be the CJCA President.

E. Term of Office

Appointments shall be for a term of three years.

F. Members

Frederick R. Huber, Chairman. (President, Palomar College)
Ivan C. Crookshanks. (President, College of the Sequoias)
Oscar H. Edinger, Jr. (President, Mt. San Antonio College)
Edward Simonsen, President, CJCA. (President, Bakersfield College)
Norman E. Watson. (Superintendent, Orange Coast Junior College District)

III. COMMITTEE ON EDUCATIONAL TELEVISION

A. Function

1. To study the uses of educational television and make recommendations on its utilization for the improvement of instruction in California junior colleges.
2. To keep member colleges informed regarding federal or state legislation that may facilitate installation and use of television for instructional purposes.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Seven persons, appointed by the President of CJCA.

E. Term of Office

Appointments shall be for a term of three years.

F. Members

William J. McNelis, Chairman. (President, Los Angeles Valley College)
Kenneth D. Boettcher. (President, American River Junior College)
Edward McClarty. (Chairman, Department of Speech, Modesto Junior College)
Clinton Schonberger. (Instructor, Life Sciences, San Bernardino Valley College)
Herman J. Sheffield. (President, San Bernardino Valley College)
Dell Whetsler. (Coordinator, Audio Visual Services, Bakersfield College)
Jacob Wiens. (Coordinator, Technical Program Development, College of San Mateo)

IV. COMMITTEE ON JUNIOR COLLEGE PLANT FACILITIES

A. Function

To bring together resource materials that will be useful to new junior colleges whose staffs are preparing plans for new compuses.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman. Presumably much of the work will be by correspondence.

D. Membership

Six persons, appointed by the President of CJCA.

E. Term of Office

Appointments will be for a term of three years.

F. Members

Eugene Portugal, Chairman. (Superintendent, Redwoods Junior College District) 1966
Lowell F. Barker. (President, Merced College) 1968
Glenn Vaniman. (President, Citrus College) 1968
William B. Cutler. (Dean of Services, Foothill College) 1967
William A. Goss. (Vice President, College of San Mateo) 1967
G. H. Womble, Jr. (Supervisor of Colleges, Educational Housing Branch, Los Angeles City Schools) 1966
William Hein, ex officio. (Educational Facilities Laboratory, Stanford University)

V. COMMITTEE ON PUBLIC RELATIONS

A. Functions

1. To plan a program of state-wide information concerning the California junior colleges.
2. To develop suitable means of disseminating such information throughout the State.
3. To work in close cooperation with the President and Executive Secretary of CJCA.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman. Most work presumably will be done by correspondence.

D. Membership

Eight persons, to be appointed by the President of CJCA.

E. Term of Office

Appointments shall be for a term of three years.

F. Present Members

William A. Kamrath, Chairman. (Coordinator of Public Information, El Camino College) 1968
Thomas F. Cottingim. (Administrative Assistant, Peralta Junior College District) 1968
Arthur C. Knopf. (Coordinator of Community Services, Riverside City College) 1968
Timothy L. Welch. (Public Information Officer, Fresno City College) 1968
Herbert A. Blanchett. (Administrative Assistant to President, College of Marin) 1967
Ivan Jones. (Public Information Officer, San Luis Obispo County Junior College) 1967
Robert Clark. (Director of Special Services, Bakersfield College) 1966
John M. Hubbard. (Assistant of College--Community Services, College of San Mateo) 1966

VI. COMMITTEE ON RESEARCH AND DEVELOPMENT

A. Functions

1. To recommend and conduct institutional research designed to improve the services of member junior colleges.
2. To review all requests made to the CJCA for participation in research studies and recommend to the Board of Directors appropriate action.
3. To keep member colleges informed of recent significant institutional research by appropriate programs at State and Regional Conferences and by reports in the CJCA Newsletter.
4. To assist in the maintenance of a file of significant junior college institutional research that would be available to member colleges.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

This Committee shall be composed of the following:

One Director of Institutional Research appointed by the President of CJCA.

One chief administrator appointed by the President of CJCA.

One member having institutional research as a primary responsibility from each of the Regional Associations appointed by the President of CJCA.

The President will name one member of the Committee to serve as Chairman.

E. Term of Office

Appointments shall be for a term of three years, the terms of two members to expire each June 30.

F. Members

Robert DeHart, Chairman. (Director of Research and Planning, Foothill College)
John I. Carhart. (Director of Institutional Research, Diablo Valley College) NWR
Ben K. Gold. (Counselor, Los Angeles City College) SWR
Selden Menefee. (Assistant for Governmental Affairs, Los Rios Junior College District) NCR
James H. Nelson. (Director of Institutional Research, El Camino College) SR
Terrel Spencer. (President, Imperial Valley College)
George W. Ebey, ex officio. (President, Pacific Research Center, Inc.; Vice President, Management and Economics Research, Inc.)

VII. COMMITTEE ON VALUES IN HIGHER EDUCATION

A. Function

To aid in the development of moral and spiritual values among the students in California junior colleges.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman, with the recommendation that two normally be held each year.

D. Membership

Nine persons, appointed by the President of CJCA.

E. Term of Office

Appointments shall be for a term of three years.

F. Present Members

H. Lynn Sheller, Chairman. (President, Fullerton Junior College) 1966
Timothy Fetler. (Instructor of Philosophy, Santa Barbara City College) 1968
Jerry L. Flook. (Instructor of Chemistry, Gavilan College) 1968
James D. Thomas. (Psychology Department, Mt. San Antonio College) 1968
Ellsworth R. Briggs. (Dean of Instruction, College of the Redwoods) 1967
Milton Danielson. (Counselor, Victor Valley College) 1967
Aram Tolegian. (Assistant Dean, East Los Angeles College) 1967
Dr. Lucile Green. (Instructor of Humanities, Merritt College) 1966
Rex W. Wignall. (Director, Chaffey College) 1966

SPECIAL COMMITTEE

I. ADVISORY COMMITTEE FOR ATTENDANCE AND ENROLLMENT STUDIES

A. Function

To assist in the planning and the conducting of the Legislature-mandated study seeking simplified methods of enrollment reporting and attendance accounting in California junior colleges.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Seven persons, appointed by the President of CJCA.

E. Term of Office

The Committee shall be terminated as of June 30, 1966, unless an extension of time is found necessary.

F. Members

Algeo H. Brill, Chairman. (Vice President, Yuba College)
Lloyd Cadbury. (IBM Technician, Los Angeles City Schools)
Burns L. Finlinson. (Vice President, Bakersfield College)
Wayne E. Johnson. (Registrar, Contra Costa College)
Daniel B. Milliken. (President, Chaffey College)
Correllan Thompson. (Associate Dean of Student Personnel, Admissions and Records, Orange Coast College)
John K. Wells. (Administrative Assistant, Division of Extension and Higher Education, Los Angeles City Schools)

II. COMMITTEE ON CREDENTIALS

A. Function

1. To interpret to the State Department of Education and the State Board of Education junior college desires regarding professional requirements for credentials.
2. To keep the membership of CJCA informed concerning legislation regarding credentials.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Four persons, appointed by the President of CJCA and approved by the Board of Directors. In addition to the Chairman, these persons shall represent, respectively, the academic, vocational-technical, and adult or evening division concerns.

E. Term of Office

The Committee shall be terminated as of June 30, 1966, unless its work can be completed earlier, or an extension of time is found necessary.

F. Members

John W. McDaniel, Chairman. (Vice President, San Bernardino Valley College)
Joseph C. Bellenger. (Director of Vocational Education, San Jose City College)
Kenneth D. Boettcher. (President, American River Junior College)
T. Stanley Warburton. (Associate Superintendent, Division of College and Adult Education, Los Angeles City Junior College District)

III. COMMITTEE ON INSTRUCTOR EXCHANGES

A. Functions

1. To explore possibilities for exchanges of junior college instructors within the State of California, between states, and internationally.
2. To make available to interested instructors information concerning such exchange opportunities.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Five persons, appointed by the President of CJCA.

E. Term of Office

The Committee is established for a period of time as yet undetermined.

F. Members

Lowell F. Barker, Chairman. (President, Merced College)
Robert V. Bacon. (Dean, Evening Division, Los Angeles City College)
Eugene C. Haderlie. (Head, Life Science Department, Monterey Peninsula College)
Dr. Marie Y. Martin. (President, Los Angeles Metropolitan College)
Mrs. Audrey Manefee. (Assistant to the President, American River Junior College)

IV. COMMITTEE ON INTERNATIONAL EDUCATION

A. Function

To study problems and opportunities for California junior colleges in the education of students from other countries and to explore possibilities of governmental support for the education of such students.

B. Responsibility

To the Board of Directors of CJCA.

C. Meetings

At the call of the Chairman.

D. Membership

Seven persons, appointed by the President of CJCA.

E. Term of Office

The Committee shall be terminated as of June 30, 1966, unless an extension of time is found necessary.

F. Members

Walter M. Garcia, Chairman. (President, Modesto Junior College)
Walter S. Hertzog, Jr. (Dean of Admissions and Records, East Los Angeles College)
Wayne E. Johnson. (Registrar, Contra Costa College)
Miss Ruth Macfarlane. (Social Science Instructor, Pasadena City College)
Stuart E. Marsee. (President, El Camino College)
Robert C. Rockwell. (President, Santa Barbara City College)
Herbert R. Warne. (Coordinator of Admissions and Registration, College of San Mateo)

ARTICULATION CONFERENCE COMMITTEES

These Committees are classified in three groups:

1. THE ADMINISTRATIVE COMMITTEE
2. STANDING LIAISON COMMITTEES
3. LIAISON SUBCOMMITTEES

I. THE ADMINISTRATIVE COMMITTEE

A. Functions

1. To plan and conduct the Articulation Conference, held each year.
2. To establish Liaison Subcommittees as they may be needed.
3. To insure that reports of Articulation Conferences are circulated to the respective segments of public secondary and higher education.

B. Responsibility

To the appointing authorities of the segments of public secondary and higher education.

C. Meetings

Two each year, usually in August and January.

D. Membership

Three each from CASSA, CJCA, the California State Colleges, and the University of California, plus two from the State Department of Education, and one from the Coordinating Council for Higher Education. CJCA members: President, Chairman of Committee on Articulation, and Executive Secretary.

E. Term of Office

Depends on position of person.

F. Present CJCA Members

John Lombardi, Chairman, Committee on Articulation, (President, Los Angeles City College) 1966
Henry T. Tyler, Executive Secretary, CJCA. 1967
Edward Simonsen, President, CJCA. (President, Bakersfield College) 1966

II. STANDING COMMITTEES

A. Regulations

1. Terms of Office

Each segment is to set the terms of office for its own epresentatives.

2. Appointing Authorities

High Schools:	President of the California ssociation of Secondary School Administrat rs.
Junior Colleges:	President of the California unior College Association.
State Colleges:	Chancellor of the California State Colleges.
University of California:	President of the University r Dean of Educational Relations.

3. Chairmanships

Each committee will elect its chairman annually, the chairmanship rotating among the segments composing the committee. I the elected chairman is unable to serve, the appointing authority o the appropriate segment will name an interim chairman.

4. Meetings

Each committee shall meet at least once each year.

5. Membership

There will be six members from each segment on each Standing Committee. (Since some committees are organized into Northern and Southern Sections, this means six for each Section.) There will be no appointed alternates nor ex officio members.

6. Alternates

If a member cannot attend a specific meeting, he is to send an alternate in his place for that one meeting.

7. Visitors

Visitors will be welcome to committee meetings but will not have any voting power.

8. Reports

Standing Committees are to report to the Administrative Committee of the Articulation Conference.

II. STANDING COMMITTEES (continued)

B. Committees

1. Tripartite Committees (JC - UC - SC)

a. Agriculture Liaison Committee

1) Function

Promotion and coordination of agricultural education.
Dissemination of information concerning agricultural education.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

Fall and spring.

4) Membership

Five CJCA representatives and one member of the Bureau of Agricultural Education, State Department of Education.

5) Term of Office

Three years.

6) Present CJCA Members

_____. (Chief, Bureau of Agricultural Education, State Department of Education) 1968
William P. Morgan. (Agriculture Instructor, Fullerton Junior College) 1968
Lyman C. Fowler. (Director, Hartnell East Campus) 1967
Eldon L. Rodieck. (Dean of Instruction, Fullerton Junior College) 1967
Vierling Kersey, Jr. (Dean of Students, Los Angeles Pierce College) 1966
Ernest A. Tarone.. (Chairman, Department of Agriculture, Modesto Junior College) 1966

II. STANDING COMMITTEES (continued)

1. Tripartite Committees (JC - UC - SC) (continued)

b. Business Administration Liaison Committee

1) Function

To exchange information relating to the business curriculums.
To sponsor conferences on business subjects.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

Fall and spring.

4) Membership

Northern and Southern Sections: five CJCA representatives and one State Department of Education member from each Section.

5) Term of Office

Three years.

6) Present CJCA Members

a) Northern Section

J. Frederic Ching, Chairman. (President, Hartnell College) 1966
Leland P. Baldwin. (Acting Head, Junior College Vocational-Technical Education, State Department of Education) 1968
David W. Hopkins, Sr. (Instructor of Business, Monterey Peninsula College) 1968
Miss Irvine E. Carner. (Instructor of Business Education, Sierra College) 1967
John Soares. (Instructor of Business Administration, Santa Rosa Junior College) 1967
John D. Russell. (Director, Menlo College) 1966

II. STANDING COMMITTEES (continued)

1. Tripartite Committees (JC - UC - SC) (continued)

b. Business Administration Liaison Committee (continued)

6) Present CJCA Members (continued)

b) Southern Section

Wilbur D. Enderud. (Coordinator-Chairman, Business Division, Southwestern College) 1968
Arthur M. Jensen. (Assistant Director, San DiegoEvening College) 1968
Lowell Anderson. (Coordinator of Distributive Education, Cerritos College) 1967
Mrs. Patricia Rothermel. (Instructor of Business MiraCosta College) 1967
Sherman C. Miller. (Instructor of Business Educaion; Accounting, Glendale College) 1966
John O'Dea. (Chairman, Business Education Divisin, Santa Barbara City College) 1966

II. STANDING COMMITTEES (continued)

1. Tripartite Committees (JC - UC - SC) (continued)

c. Engineering Liaison Committee

1) Function

To exchange information, sponsor conferences, and to prepare recommendations regarding engineering education for action by appropriate bodies.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

Fall and spring.

4) Membership

Six CJCA representatives.

5) Term of Office

Three years.

6) Present CJCA Members

Harold Weaver, Chairman. (President, Sierra College) 1968
Fred Hirsch. (Chairman, Division of Engineering, Chabot College) 1968
Theodore M. Bowen. (Chairman, Science, Mathematics and Engineering Division, Cabrillo College) 1967
Henry Mansfield, Jr. (Assistant Director of Instruction, El Camino College) 1967
J. William Morosi. (Dean of Evening Division, Los Angeles Pierce College) 1966
Robert G. Smith. (Instructor of Architecture, Los Angeles City College) 1966

II. STANDING COMMITTEES (continued)

1. Tripartite Committees (JC - UC - SC) (continued)

d. Nursing Liaison Committee

1) Function

To study articulation problems in programs for the preparation of nurses.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

At least once a year.

4) Membership

Six CJCA representatives.

5) Term of Office

Three years.

6) Present CJCA Members

The members of the CJCA Nursing Education Subcommittee will serve as the CJCA members on this Liaison Committee.

e. Ad Hoc Committee on Foreign Students

CJCA Representatives:

Walter S. Hertzog, Jr. (Dean of Admissions and Guidance, East Los Angeles College)
Wayne E. Johnson. (Registrar, Contra Costa College)
Herbert R. Warne. (Coordinator of Admissions and Records, College of San Mateo)

II. STANDING COMMITTEES (continued)

2. Bipartite Committees (JC - UC)

a. Letters and Science Liaison Committee

1) Function

Effect articulation between junior colleges and the University of California Colleges of Letters and Science.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

One each year, usually mid-winter, alternating between North and South.

4) Membership

Twelve persons, representing CJCA, of whom five are from the northern and six from the southern part of the State; one person representing the State Department of Education.

5) Term of Office

Three years.

6) Present CJCA Members

Lowell Dabbs. (Associate Professor of English, Bakersfield College) 1968
Paul N. Chiles. (Instructor of History, Shasta College) 1968
Ray E. Loehr. (Dean of Instruction, Imperial Valley College) 1968
John R. McKinley. (Dean of Instruction, Chabot College) 1968
William Kepley, Jr. (College Curriculum Coordinator, Los Angeles Junior College District) 1967
John H. Porterfield. (Instructor of Social Sciences, Diablo Valley College) 1967
Ralph Schroder. (President, Gavilan College) 1967
Stanley L. Sharp. (Chairman, Foreign Language Division, College of San Mateo) 1967
Walter E. Conrad. (President, Allan Hancock College) 1966
Clyde C. McCully. (Dean of Instruction, Antelope Valley College) 1966
Jack W. Mears. (President, Cerritos College) 1966
Carl Winter. (Consultant, Bureau of Junior College Education, State Department of Education) 1966

II. STANDING COMMITTEES (continued)

3. Quadripartite Committees (HS - JC - SC - UC)

a. English Liaison Committee

1) Function

To study problems of articulation of the English curriculums of the high schools and the public segments of higher education.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

At least once a year.

4) Membership

Six CJCA representatives.

5) Term of Office

Three years.

6) Present CJCA Members

Richard Christian. (Chairman, English Department, San Jose City College)
Mrs. Shirley M. Nedham. (English Instructor, Laney College)
Harold B. Pigott. (Chairman, Division of Humanities, San Bernardino Valley College)
Miss May G. Robbie. (English Instructor, Merced College)
Armen Sarafian. (President, Pasadena City College)
Richard J. Worthen. (Communication and English Instructor, Diablo Valley College)

II. STANDING COMMITTEES (continued)

3. Quadripartite Committees (BE - JC - SC - UC) (continued)

b. Foreign Language Liaison Committee

1) Function

To study the problems of transition from one segment to another, in relation to the definition of lower and upper division courses.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

At the call of the Chairman.

4) Membership

Six representatives from each of the four segments, to be selected by UC, SC, CJCA, and CASSA.

5) Term of Office

Three years.

6) Present CJCA Members

Roger C. Anton, Secretary. (Chairman, Foreign Languages, San Bernardino Valley College)
Mrs. Ruth P. Craig. (Instructor of French, Santa Rosa Junior College)
O. Carl Schulz. (Instructor of German, Santa Ana College)
William A. Reynolds. (Language Instructor, Fresno City College)
Alex Turkatte. (Foreign Language Department, San Joaquin Delta College)
John K. Wells. (Administrative Assistant, Los Angeles Junior College District)

II. STANDING COMMITTEES (continued)

3. Quadripartite Committees (IES - JC - SC - UC) (continued)

c. Social Science Liaison Committee

1) Function

To study problems of articulation of the curriculums in social science disciplines as found in the high schools and the public segments of higher education.

2) Responsibility

To the Administrative Committee of the Articulation Conference.

3) Meetings

At least once a year.

4) Membership

Six CJCA representatives.

5) Term of Office

Three years.

6) Present CJCA Members

Gordon C. Atkins. (Chairman, Division of Social Science, San Bernardino Valley College)
Joseph C. Bertrand. (History Instructor, Menlo College)
Merlin E. Eisenbise. (President, San Luis Obispo County Junior College)
Robert K. Neary. (Chairman, Social Sciences Division, Cabrillo College)
Eugene F. McKibbin. (Dean of Instruction, Fullerton Junior College)
Arthur Oswald. (Social Science Instructor, Monterey Peninsula College)